

General Guidelines for Awards Nominations

Awards:

- Loren Miller Legal Services Award
- President's Pro Bono Service Awards
- Jack Berman Award of Achievement
- Diversity Awards

Specific awards criteria and guidelines are contained in each set of nomination forms.

Deadline:

All completed nomination forms and supporting materials must be postmarked by **MARCH 15, 2006. No e-mails or faxes will be accepted.**

Nominations:

- For the individual nominations, a resume or biography of the nominee is required.
- Supporting materials, such as letters of support are strongly encouraged but are not required
- All supporting materials must be single-sided, 8-1/2" by 11".
- A maximum of 25 pages will be accepted for supporting materials.
- Responses must be provided for all questions on the nomination form and must be provided in the same order as they appear on the nomination form.
- ***Incomplete nominations will be returned to the nominator(s) for completion.***

Selection Process:

The noted State Bar Committees having expertise in these areas will review nominations. The committees will submit their recommendations to the State Bar Board of Governors for review and final approval.

Awards Presentation:

The awards will be presented at the October 2006 State Bar Annual Meeting in Monterey, California at the following Awards Receptions:

- ***Friday, October 6, 2006, Awards Reception:***
Loren Miller Legal Services Award
President's Pro Bono Service Awards
Jack Berman Award.
- ***Saturday, October 7, 2006, Diversity Awards Reception***
Diversity Awards

Questions: For further information, contact Rodney Low at (415) 538-2219 or <rodney.low@calbar.ca.gov>





2006 President's Pro Bono Service Awards

THE STATE BAR OF CALIFORNIA

AWARD GUIDELINES

DEADLINE: MARCH 15, 2006

The President's Pro Bono Service Awards were established in 1983 by the State Bar Board of Governors. The awards recognize California attorneys who have provided or enabled the direct provision of legal services to poor persons or to organizations whose primary purpose is to provide legal services to the poor, free-of-charge, without expectation of compensation from the client.

A nominee may be a lawyer, law firm, or team of lawyers, or association of lawyers, depending on the category. A nominee may be nominated for more than one category if applicable. For example, a recent admittee who is also a solo practitioner can be nominated in both categories. Nominators may make more than one nomination for an award; however a separate form is required for each individual's nomination. (An online version of the nomination form is also available for downloading on the State Bar's web site, www.calbar.ca.gov)

AWARD CATEGORIES

Awards may be given to one recipient in each of the following eight categories:

- **Corporate:** An individual attorney or team of attorneys employed by the corporation.
- **Government:** An individual attorney or team of attorneys employed by a local, state or federal government agency.
- **Emeritus or Limited Active Practice Attorney:** An attorney who is enrolled in the State Bar Emeritus Attorney Pro Bono Program; or a lawyer who took time off from practicing law for compensation and performed substantial pro bono work.
- **Recently Admitted:** An individual attorney in his or her first four years of practice (please note that this category is distinguished from the Jack Berman Award of Achievement sponsored by the California Young Lawyers. See enclosed guidelines for the Jack Berman Award.)
- **Large Law Firm:*** (Including Individual or Team) A law firm or a branch of a law firm with 100 attorneys or more in California. May include an individual attorney or team of attorneys employed by the firm.
- **Medium Law Firm:*** (Including Individual or Team) A law firm or a branch of a law firm with 11 to 99 attorneys in California. May include an individual attorney or team of attorneys employed by the firm.
- **Small Law Firm:*** (Including Individual or Team) A law firm or a branch of a law firm with 2 to 10 attorneys in California. May include an individual attorney or team of attorneys employed by the firm.
- **Solo Practitioner:** Individual attorney in his or her own practice.

*Note: If a law firm is nominated on a statewide basis, nominator should select the large, medium or small law firm category according to the total number of attorneys employed by the firm statewide. If a branch office of a law firm is being nominated, nominator should check the "branch" category box of large, medium or small law firm according to the total number of attorneys in that specific branch office.



2006 President's Pro Bono Service Awards

THE STATE BAR OF CALIFORNIA

CRITERIA FOR SELECTION

Award recipients shall be lawyers who provided pro bono legal services from January 1, 2005 to December 31, 2005 and:

1. are admitted to practice in California;
2. were not employed on a full-time basis, during the period when the pro bono work was done, by an organization that has as its primary purpose the provision of free legal services to the poor (as defined by current federal poverty guidelines) unless the legal services staff attorney provided the pro bono work outside the scope of his/her employment;
3. have voluntarily contributed a significant amount of time, with no expectation of being paid by the client, to providing or enabling the delivery of legal services in civil or criminal matters for a client, client group or charitable organization whose primary purpose is to provide services to the poor and that does not have the resources to pay for services;
4. have made such contribution through organized pro bono programs, including legal services programs, legal aid societies, local bar association-sponsored pro bono programs, lawyer referral services' no-fee panels or other organizations whose primary purpose is to serve the poor; and
5. whose voluntary contributions have resulted in increased access to legal services for the poor.

FACTORS TO BE CONSIDERED

- the breadth and impact of the nominee's work
- the nominee's practice setting
- the nature of the pro bono program through which the work was done
- evidence of the nominee's continuing commitment to pro bono work
- the nature of services contributed, such as;
 - direct advice and representation
 - impact litigation
 - co-counselling
 - appellate work
 - pro per assistance
 - review or supervision of other volunteers' casework
 - organization of pro bono activities
 - mobilization of others to do pro bono work
 - organization of a new project or delivery structure
 - provision of volunteer lawyer training
 - client or public education
 - emergency, difficult or unpopular cases

SELECTION PROCESS AND AWARDS PRESENTATION

One original and one copy of the completed nomination form and supporting materials (limited to 25 pages, single-sided, 8¹/₂" by 11", no emails or faxes accepted) must be postmarked by **Wednesday, March 15, 2006**. Be sure to include all information requested in Parts A. and B. of the nomination form. Incomplete nomination packages will be returned for required information. All nominees and nominators will receive notification of submitted nominations. The State Bar Standing Committee on the Delivery of Legal Services will review the nominations and submit its recommendations to the State Bar Board of Governors for final approval. Decisions regarding award recipients will be based on the criteria and factors listed above. The awards will be presented during the State Bar Annual Meeting in Monterey, October 5-8, 2006.



2006 President's Pro Bono Service Awards

THE STATE BAR OF CALIFORNIA

NOMINATION FORM

DEADLINE: MARCH 15, 2006

ORIGINAL AND ONE COPY OF THE COMPLETED NOMINATION FORM AND SUPPORTING MATERIALS (LIMITED TO 25 PAGES, 8 1/2" BY 11", SINGLE-SIDED) MUST BE POSTMARKED BY **WEDNESDAY, MARCH 15, 2006**. EMAILS OR FAXES WILL NOT BE ACCEPTED.

Please refer to the Award Guidelines before completing the nomination form. Type or print all information clearly and answer all questions thoroughly. A current résumé or biography with work history and dates of the nominee is **required** and supporting materials such as letters of recommendation from employers, co-workers or clients or other relevant materials are strongly encouraged. ***Incomplete nominations will be returned for required information.***

Name of Nominee (attorney, law firm, team of lawyers or association of lawyers): _____
State Bar No. _____

If nominee is a law firm, team of lawyers or association of lawyers, please provide the name, phone number and email address for the representative who will be responsible for communications between State Bar staff and the nominee:

Name: _____ Phone Number: _____ Email: _____

Nominee's Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Is nominee being nominated for more than one category? ☐ Yes (check all applicable categories below) ☐ No

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Large Law Firm (100+)
<input type="checkbox"/> statewide
<input type="checkbox"/> branch office
<input type="checkbox"/> individual
<input type="checkbox"/> team | <input type="checkbox"/> Medium Law Firm (11-99)
<input type="checkbox"/> statewide
<input type="checkbox"/> branch office
<input type="checkbox"/> individual
<input type="checkbox"/> team | <input type="checkbox"/> Small Law Firm (2-10)
<input type="checkbox"/> statewide
<input type="checkbox"/> branch office
<input type="checkbox"/> individual
<input type="checkbox"/> team |
|------------------------------------|--|--|--|

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Government | <input type="checkbox"/> Emeritus or Limited
Limited Active Practice Attorney | <input type="checkbox"/> Solo Practitioner | <input type="checkbox"/> Recently Admitted |
|-------------------------------------|--|--|--|

☐ Other: _____

Has nominee been nominated for this award before? ☐ If Yes, indicate when _____ ☐ No

A. PLEASE DESCRIBE IN DETAIL THE NOMINEE'S PRO BONO WORK DURING 2005. THE FOLLOWING INFORMATION LISTED AND CURRENT RESUME OR BIOGRAPHY WITH WORK HISTORY AND DATES ARE **REQUIRED**. ATTACH ADDITIONAL SUPPORTING MATERIALS AS APPROPRIATE, LIMITED TO 25 PAGES, SINGLE-SIDED, 8 1/2"x11". INCOMPLETE NOMINATIONS WILL BE RETURNED FOR REQUIRED INFORMATION.

1. the nature and description of the pro bono legal services provided between January 1 and December 31, 2005 with dates of service and breakdown of hours (for law firm or team of lawyers, give hours per associate and partner)
2. the **number** and description of individuals served or matters handled
3. **name and brief description of the organization** and/or programs through which the nominee volunteered
4. if attorney's fees were awarded to the nominee, state the amount and describe how the fees were distributed
5. nominee's principal practice areas, practice areas and number of attorneys in the nominee's office or firm
6. description of employer's support of pro bono and attach current pro bono policy (for statewide law firm nomination, describe pro bono efforts by each branch office)
7. the impact of the nominee's pro bono work



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NOMINATION FORM

B. PROVIDE ADDITIONAL INFORMATION ABOUT THE NOMINEE INCLUDING, BUT NOT LIMITED TO:

- | | |
|---|---|
| 1. description of nominee's history of pro bono contributions | 4. total length of pro bono service |
| 2. previous recognition for pro bono efforts | 5. special qualities of the nominee |
| 3. hardships or obstacles faced while doing pro bono work | 6. other volunteer or public service work |

Name of Nominator: _____

Relationship to Nominee: _____

Organization or Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

☐ Additional Reference

☐ Joint Nominator*

Name: _____

Relationship to Nominee: _____

Organization or Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

* If more than one organization is nominating the same candidate, please submit one joint nomination and describe services provided per organization.

One original and one copy of completed nomination form and supporting materials (limited to 25 pages, single-sided, 8 1/2" by 11") must be postmarked by WEDNESDAY, MARCH 15, 2006 (emails or faxes will not be accepted) and delivered to:

**Sharon Ngim
Office of Legal Services, Access & Fairness Programs
The State Bar of California
180 Howard Street, San Francisco, CA 94105
Tel: 415/538-2267
Email: sharon.ngim@calbar.ca.gov**